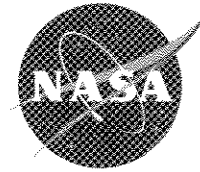


National Aeronautics and  
Space Administration  
**Headquarters**  
Washington, DC 20546-0001



June 6, 2008

Reply to Attn of:

Office for Employee and Organizational Excellence

TO: Officials-in-Charge of Headquarters Offices

FROM: Executive Director, Headquarters Operations

SUBJECT: 2008 Call for Nominations NASA Headquarters Academic Programs

This is the annual call for nominations for NASA Headquarters Academic Programs, which includes:

1. Continuing Education Program (CEP)
2. Graduate Study Program (GSP)

Selection for these programs is based on the extent to which applicants meet eligibility requirements, their ratings on the evaluation criteria, review panel recommendations, and available funding. The objective of these programs is to allow participants to pursue academic study that is relevant to and supports the development of Headquarters needed competencies and strategic goals.

The nomination and application deadlines are as follows:

- New applications and requests for continued participation in the CEP for the 2008-2009 academic year are due by **COB Monday, June 23, 2008.**
- Nominations and applications for the GSP for the 2008-2009 academic year are due by **COB Tuesday, June 24, 2008.**
- Recommendations for continued participation in the GSP for the 2008-2009 academic year are due by **COB Monday, June 30, 2008.**

Please refer to the enclosed document for more information on each program. If you have any questions concerning these programs, you may contact Mary Alice Diedrich at 358-1159.

  
Christopher T. Jedrey

cc:  
Headquarters Training Contacts

## **Officials-in-Charge of Headquarters Offices:**

Deputy Administrator/Ms. Dale

Associate Administrator/Mr. Scolese

Chief of Staff/Mr. Morrell

Associate Deputy Administrator/Mr. Scales

Assistant Associate Administrator/Ms. Johnson

White House Liaison/Ms. Cherry

Assistant Administrator for External Relations/Mr. O'Brien

Associate Administrator for Aeronautics Research Mission Directorate/Dr. Shin

Associate Administrator for Exploration Systems Mission Directorate/Dr. Gilbrech

Associate Administrator for Institutions and Management/Mr. Luedtke

- Assistant Administrator for Diversity and Equal Opportunity/Ms. Manuel
- Assistant Administrator for Human Capital Management/Ms. Dawsey
- Assistant Administrator for Infrastructure and Administration/Ms. Dominguez
- Assistant Administrator for Internal Controls and Management Systems/Mr. Becker
- Assistant Administrator for Procurement/Mr. McNally
- Assistant Administrator for Security and Program Protection/Mr. Forsythe (Acting)
- Assistant Administrator for Small Business Programs/Mr. Delgado
- Executive Director, NSSC/Mr. Arbuthnot

Associate Administrator for Program Analysis and Evaluation/Dr. Pace

Associate Administrator for Science Mission Directorate/Dr. Weiler

Associate Administrator for Space Operations Mission Directorate/Mr. Gerstenmaier

Chief Engineer/Dr. Ryschkewitsch

Chief Financial Officer/Mr. Spoehel

Chief Health and Medical Officer/Dr. Williams

Chief Information Officer/Mr. Pettus

- Deputy CIO/Director, Integrated Enterprise Management Program/Mr. German

Chief Safety and Mission Assurance/Mr. O'Connor

Chief of Strategic Communications/Mr. Hopkins

- Assistant Administrator for Communications Planning/Mr. Hopkins
- Assistant Administrator for Education/Dr. Winterton
- Assistant Administrator for Legislative and Intergovernmental Affairs/Mr. Bruner
- Assistant Administrator for Public Affairs/Mr. Mould

Director, Innovative Partnerships Program Office/Mr. Comstock

Director, Office of Program and Institutional Integration/Mr. Keegan

General Counsel/Mr. Wholley

Inspector General/Mr. Cobb

cc:

Deputy Chief Financial Officer/Mr. Bowie

Executive Director, Headquarters Operations/Mr. Jedrey

Director, Budget Management and Systems Support/Mr. Bridge

Director, Strategic Investments/Mr. Shank

Executive Secretariat/Mr. Box

Office of the Administrator/Ms. Mays

Office of the Administrator/Ms. Sweeney

Office of the Deputy Administrator/Dr. Keiser

Office of the Deputy Administrator/Ms. Potter

**Training Contacts:**

Office of the Administrator/Ms. Sweeney  
Office of External Relations/Ms. Shephard  
Aeronautics Research Mission Directorate/Ms. McClung  
Exploration Systems Mission Directorate/Ms. Diaz  
Office of Institutions and Management/Ms. Brewer  
Office of Diversity and Equal Opportunity/Ms. Spotts  
Office of Human Capital Management/Mr. Brewster  
Office of Infrastructure and Administrator/Ms. McIntosh  
Office of Headquarters Operations/Ms. Team  
Office of Procurement/Ms. Randolph  
Office of Security and Program Protection/Ms. Dodson  
Office of Small and Disadvantaged Business Utilization/Mr. Delgado  
Office of Program Analysis and Evaluation/Ms. Wallace  
Office of Science Mission Directorate/Ms. Jenkins  
Office of Space Operations Mission Directorate/Ms. Farley  
Office of Engineer/Ms. Moore  
Office of Chief Financial Officer/Ms. Spence  
Office of Chief Health and Medical Officer/Ms. Barnes  
Office of Chief Information Officer/Ms. Shaeffer  
Office of Integrated Enterprise Management Program/Ms. Yates  
Office of Safety and Mission Assurance Officer/Ms. McKenzie  
Office of Communications Planning/Ms. Erickson  
Office of Education/Ms. Kennedy  
Office of Legislative Affairs and Intergovernmental Affairs/Ms. Graham  
Office of Public Affairs/Ms. Lord  
Office of Innovative Partnerships Program Office/Ms. Butler  
Office of Program and Institutional Integration/Ms. Dunn  
Office of General Counsel/Mr. Harris  
Office of Internal Controls and Management Systems/Mr. Becker  
Office of Budget Management and Systems Support/Ms. Palompo

### **Continuing Education Program**

The CEP is designed to encourage the acquisition of new knowledge in support of NASA's mission and strategic goals through academic learning. In addition it provides full-time permanent career and career-conditional employees, who do not have an undergraduate degree, with the education to help build competencies needed by the organization.

The CEP provides limited funding for eligible participants to take up to two approved college courses per semester. NASA HQ reserves the right to limit spending based upon budgetary constraints. Each individual course taken under CEP must be related to the NASA mission and strategic goals and an identified NASA career goal, support individual or organizational performance, and be approved by the Headquarters Office for Employee and Organizational Excellence. Participants in the CEP may attend academic classes during duty hours consistent with the current Headquarters standard operating procedure (<http://ohcm.gsfc.nasa.gov/DevGuide/Hq/HqPolicy/duty.htm>) and supervisory approval.

Current participants who have maintained a 2.5 grade point average for all CEP-funded courses are eligible to apply for continuation in the program.

CEP information and application materials are available in the Employee Development Guide on the web at ([http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/hqacademic\\_cep.htm](http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/hqacademic_cep.htm)). Applicants should complete the required application materials and forward them to:

Mary Alice Diedrich  
CEP Manager  
Mail Suite 3Q53

### **Graduate Study Program**

The GSP allows a limited number of qualified employees to pursue advanced academic study relevant to Headquarters needed competencies and strategic goals. This program enables the selected employees to enhance their ability to make significant contributions to the organization. To justify the experience of labor-hours and tuition-related costs, supervisors and managers must identify the long-range benefit(s) to their offices and endorse the proposed plan of study as appropriate for this purpose.

Specific advantages to NASA must be identified and considered in order to be in conformance with the requirements of the Government Employees Training Act (GETA). The desire to fulfill degree requirements or the desire to acquire knowledge to fulfill personal objectives not germane to the NASA mission and strategic goals are not valid reasons for government-sponsored study.

Employees selected for the GSP participate in graduate study on a part-time basis. With supervisory approval, participants may be granted up to eight (8) hours per week of official duty time to devote to academic study. Participation for this year begins with the Fall 2008 semester. Applicants should be aware that programs with higher tuition rates may be partially funded under the GSP.

The Officials-in-Charge of Headquarters Offices must submit the final nominations for this program. Each Office may nominate up to three applicants. The names of the nominees, listed in priority order, accompanied with their completed GSP applications and endorsement forms should be forwarded to:

Mary Alice Diedrich  
GSP Manager  
Mail Suite 3Q53

**Applications must be received no later than close of business, June 24, 2008.** Program information and the necessary application and endorsement materials are available in the Employee Development Guide on the web at [http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/hqacademic\\_gsp.htm](http://ohcm.gsfc.nasa.gov/DevGuide/DevPrograms/hqacademic_gsp.htm).

Current participants in the GSP must be recommended for continuation in the program by their supervisors. Recommendations must be sent in memorandum form through each upper level manager to the Officials-in-Charge of the participants' Offices. **Recommendations must be received by the GSP manager no later than June 30, 2008.** Additional information on the recommendation process and the criteria for continuation in the program can be found on the web site listed above.